

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES

EARLY CHILDHOOD SERVICES

EMERGENCY PREPAREDNESS PLAN

April 2016

EMERGENCY PREPAREDNESS PLAN

- 1. PURPOSE.** The purpose of this plan is to provide guidance to early childhood programs when there is an emergency or disaster in North Dakota. The plan encompasses a state-wide approach, which includes people, systems, processes, and supporting infrastructure. This plan is designed to inform, organize, and prepare for the impact of disaster on early childhood programs in our state to ensure safe care for children in disaster situations. The plan is also designed to provide steps to ensure that services are continued for eligible child care subsidy recipients during the unexpected disruption of services.
- 2. SCOPE.** The North Dakota Department of Emergency Services (NDDES) houses the Operations and Planning Section which develops response plans and provides planning guidance to local and tribal governments, based on federal and state grant guidance and applicable laws, to integrate the Incident Command/Unified Command system (ICS/UCS) into incident, emergency, disaster or catastrophic response operations and plans. The North Dakota Department of Human Services Emergency preparedness plan would fall under this larger state operation. The plan was developed to include the entire child care enterprise, including licensed and non-licensed providers in facilities or homes. The plan also addresses communications internally and externally to recipients and providers.
- 3. EMERGENCY ORGANIZATION**

STATE: Becky Eberhardt, Early Childhood Services Administrator, and Samantha O'Brien, Child Care Subsidy Administrator, provide leadership to the Early Childhood Services Emergency Management Team (EMT) and make decisions regarding emergency plans for early childhood services in the state of North Dakota. This team coordinates with the Executive Director of North Dakota Department of Human Services and the Department of Human Services Disaster Preparedness Administrator. The Executive Director and the Department's Public Information Officer will interface with the Governor's Office and the media.

EMERGENCY MANAGEMENT TEAM. Other members of the Emergency Management Team include regional supervisors for early childhood services, county licensers, and Child Care Aware of ND staff. This group establishes procedures for

possible disasters that may occur and affect licensed and unlicensed child care providers. The procedures are based on guidance from the EMT and identify alert/notification procedures, evacuation plans and plans for recovery. The team members review, rehearse, and test the plan with all team members.

4. EMERGENCY REPORTING PROCEDURES

- **Self-declared and approved relative providers** will report any closings or relocations of their child care programs to Becky Eberhardt or Samantha O'Brien, at the **ND Department of Human Services**. Reports can be emailed to reberhardt@nd.gov or skobrien@nd.gov. Reports can also be made by toll free telephone at **1-800-245-3736**.
- **Licensed providers** will report closings or relocation of programs to their county licenser, and to Child Care Aware of ND, who will maintain data on closed and relocated programs. In North Dakota, reports should be made at Referral@ndchildcare.org or **1-800-997-8515**.
- The report should include:
 - The provider's name and provider number
 - The city and county the provider is located
 - The number of children and families enrolled in the program
 - The number of children and families in the program who receive child care assistance
 - Other pertinent information, including relocation plans.
 - Update on whether provider has been able to notify all parents
 - DHS will provide support to notify parents of relocations and closures via mass media if necessary.

5. PRE-EMERGENCY PLANNING

- A. All licensed providers are required by administrative rule to develop emergency evacuation and disaster plans (see Appendix A-Early Childhood Services Emergency Preparedness Plan-Template). The plan must include:
 1. Emergency procedures, including the availability of emergency food, water, and first-aid supplies;
 2. What will be done if parents are unable to pick up their child as a result of the emergency; and
 3. What will be done if the group child care has to be relocated or must close as a result of the emergency.
 4. Consideration must be given to:

- a. evacuation, relocation, shelter-in-place, and lock-down procedures,
 - b. communication and reunification with families,
 - c. continuity of operations,
 - d. accommodations of infants and toddlers, children with disabilities and children with chronic medical conditions.
- B. All licensed providers are required to complete SFN 517, Child Care Evacuation Disaster Plan. County early childhood licensers will forward copies of each provider's plan to Child Care Aware of ND. If any change is need to SFN 517 the licensed provider is required to complete SFN 517 with the changes and return it to the licensing agent within 14 days.
- C. Early childhood program operators will prepare a list of contact information for all staff and parents of children enrolled in their program. This list should be kept with the operator at all times so that if a disaster occurs when a program is closed and the location of the program is inaccessible, the operator will be able to contact staff and parents to let them know that the facility has experienced a disaster.
- D. Information on preparing for emergencies and disasters is posted on the Child Care Aware of ND website, www.ndchildcare.org/providers/emergency-disaster/emergency-preparedness.html.
- E. All licensed and self-declared providers and staff members of licensed programs must complete, as part of the basic child care requirements, two hours of training on emergency preparedness. Administrative rule also requires all licensed providers to minimum emergency evacuation and disaster plans.
- F. Every month, Child Care Aware of ND will email lists of all licensed early childhood programs in the state to Becky Eberhardt, reberhardt@nd.gov. These lists will include fields such as the business name and/or provider name, licensed capacity, street address, latitude and longitude, phone numbers, email addresses and information from the program's SFN 517 form such as Evacuation Plan relocation sites and contact information within and outside of the

community. The list will then be forwarded to the DHS Disaster Preparedness Administrator. Lists will be sorted by county and forwarded to local emergency managers to be used in identification of the locations of vulnerable populations in the event of disaster.

6. POSSIBLE SCENERIOS AND PROCEDURES

SCENARIO 1: A disaster event is near areas where early childhood programs are located.

- A. Operators are directed to stay tuned to local media to receive updated information and instructions for potential evacuation.
- B. Early childhood program operators review their emergency and evacuation plans with all staff and parents.
- C. Operators confirm that they have a current list of contact information for staff and parents with them at all times.

SCENARIO 2: A disaster event will cause some early childhood program operators and parents to find alternate safe routes to the program.

- A. Operators are directed to closely monitor the disaster situation through local media updates.
- B. Operators review their emergency and evacuation plans with all staff and parents.
- C. Operators should contact all parents and staff to discuss alternative safe routes to the program.

SCENARIO 3: A disaster event will cause some operators to close or relocate the program.

- A. Operators who have any families that receive child care subsidies should contact the county social services office to let them know they are closing and where they are relocating, if applicable. Contact information for county social service offices is online at www.nd.gov/dhs/. Eligibility workers at the county will work with the operator to ensure that payments are not disrupted.

- B. Operators who have closed and are relocating shall contact their licensing agent. Contact information for county social services offices is online at <http://www.nd.gov/dhs/locations/countysocialserv/>. Licensers at the county will work with the operator to ensure licensing standards identified in Attachment E are maintained.
- C. Operators shall follow the emergency reporting procedures listed in section 4 of the plan.
- D. If closing and unable to relocate, the operator shall direct parents to Child Care Aware of ND for assistance in finding temporary care.

SCENARIO 4: A disaster event causes some of the programs to close **while children are present.**

- A. Operators shall follow instructions for evacuation by local emergency management services.
- B. All parents and staff members shall be contacted and informed of the evacuation and where the program will be relocated.
- C. Operators shall contact 911 if children or staff members are in danger of harm.
- D. Operators shall follow the emergency reporting procedures outlined in section 4 of the plan.
- E. Operators who have any families that receive child care subsidies should contact the county social services office to let them know where they are relocating. Contact information for county social service offices is online at www.nd.gov/dhs/. Eligibility workers at the county will work with the operator to ensure that payments are not disrupted and that services continue where possible.

SCENARIO 5: A disaster event has caused a program to close when no children or staff members are present.

- A. All parents and staff members shall be contacted and informed of the closing and where the program will be relocated to.
- B. Operators shall follow the emergency reporting procedures outlined in section 4 of the plan.

- C. Operators who have any families that receive child care subsidies should contact the county social services office to let them know where they are relocating. Contact information for county social service offices is online at www.nd.gov/dhs/. Eligibility workers at the county will work with the operator to ensure that payments are not disrupted.

SCENERIO 6: A disaster event has occurred which prohibits access to and from the program.

- A. Operators shall respond according to their emergency plans for shelter in a building, lock-downs, or shelter-in-place, depending on the nature of the disaster event.
- B. Operators should move staff members and children to safe areas of the building that have been identified as “shelter areas,” and shall await direction from local emergency managers.
- C. All parents and staff members shall be contacted and informed of the situation.
- D. Operators shall follow emergency reporting procedures outlined in section 4 of the plan.
- E. Operators shall review the provisions of emergency food, water and first aid supplies on hand, and shall communicate the inventory to local emergency management.

SCENARIO 7: Programs are affected by disaster recovery.

- A. Child Care Aware of ND will maintain a shared database of providers who are closed, providers who are relocated, and providers who have capacity to provide temporary care. Child Care Aware of ND and the County Social Services Offices will work with DHS to help connect families who need temporary care with programs who are able to provide temporary care.
- B. Operators will follow guidelines for disaster recovery as directed by local emergency managers.
- C. Operators will report, as outlined in section 4, when their program is able to be reopened.
- D. County Social Services Offices will work with DHS to issue provisional licenses according to policy for emergency situations.

7. PRIORITIZED LISTING OF IDENTIFIED CRITICAL PROCESSES AND FUNCTIONS. Below is a list of the core processes and functions which have been assessed as critical to the mission of the N. D. Department of Human Services Early Childhood Services Program and Economic Assistance Policy Division - Child Care Assistance Unit. These agencies will continue core Child Care Development Fund functions during and after a disaster.

- A. Ensure the health and safety of providers and children in care.
- B. Issue subsidy payments promptly to providers and families
- B. Ensure business continuity internally and externally
- C. Maintain recipient/provider confidence
- D. Provide support to county social service boards

8. AREA OF CONCERN. There is a possibility that change in providers during the disaster will cause payment problems. County social services will be able to answer these questions based on direction of the state Child Care Assistance office.

9. COMMUNICATION AND DISTRIBUTION

- Governor's office, 701-328-2205
- Child Care Development Fund Regional office, 303-844-1141,
- N. D. Department of Human Services Executive office, 701-328-1814, 800-472-2622, dhseo@nd.gov
- Regional Supervisors of Early Childhood Services
 - Monica Goeson, Regions V and VI, 701-298-4414, mgoeson@nd.gov
 - Sandra Hanretty, Regions III and VII, 701-537-5305, shanretty@nd.gov
 - Nicole Lang, Regions I and II, 701-857-8592, nlang@nd.gov
 - Tonya Canerot, Region VIII, 701-227-7547, tcanerot@nd.gov
 - Lisa Hillesland, Region IV, 701-795-3096, lhillesland@nd.gov
- Child Care Aware of ND, 1-800-997-8515, Referral@ndchildcare.org
- Director, Children and Family Services Division, 701-328-2316, 800-245-3736, dhscfs@nd.gov
- Director, Economic Assistance Division, 701-328-2332, 800-755-2716, dhseap@nd.gov
- North Dakota Department of Emergency Services, <http://www.nd.gov/des/> 800-773-3259

- North Dakota Department of Health Emergency Preparedness and Response Section <http://www.ndhealth.gov/EPR/>
- County Social Services offices, www.nd.gov/dhs/

Appendix A

Early Childhood Services Program Emergency Preparedness Planning Guide

TABLE OF CONTENTS

Introduction

- I. Understanding specific hazards
 - a. Fire and Explosion
 - b. Severe storms
 - c. Flooding
 - d. Winter storms
 - e. Hazardous and Radioactive Materials
 - f. Earthquakes
 - g. Utility Failure
 - h. Terrorism and Violent situations
 - i. Other threats
- II. Developing the Plan
- III. Additional Resources
- IV. Resources and attachments

INTRODUCTION

This planning guide is directed to early childhood services providers and operators. It is intended to provide assistance in meeting the planning requirements necessary to protect the provider, household members, employees and children within the program. Because of the differences in size and complexity between different early childhood services programs, this guide is intentionally general in nature. In smaller programs, there may be only one person to perform all of the functions listed here; in larger facilities, a larger staff and child population may make a more complex plan appropriate. No matter where the early childhood services program is or how large it is, children, staff, and even parents may be at risk of natural or human-caused disasters. Effective planning and response is achieved by coordination, cooperation, and the participation of individuals and the community at large.

Part I

Understanding Specific Hazards

To create a plan that is useful in a variety of emergencies, it's helpful to understand a little about the types of emergencies that can impact the child care home or facility. Your hazard analysis may show that there are others, but these emergencies are among the most necessary to prepare for in North Dakota.

A. Severe Storms

1. **Thunderstorms** are a frequent occurrence in North Dakota. **Tornadoes** are less frequent but because of their potential to cause severe damage, they are worthy of attention. Thunderstorms may bring with them intense rain, lightning, damaging wind in excess of 50 mph, and hail. Under certain climatic conditions, thunderstorms can be a prelude to a tornado, which can generate whirling winds in excess of 200mph. Intense rain from thunderstorms can cause rapid rise in streams and severe flooding with little warning.

a. Warning

- (1) Monitor local radio/TV station for public warnings when weather conditions indicate. The National Weather Service (NWS) issues the following:
 - (a) Severe Thunderstorm Watch: Indicates that weather conditions are such that a thunderstorm may develop.
 - (b) Severe Thunderstorm Warning: Indicates that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
 - (c) Tornado Watch: Means that weather conditions are such that a tornado may develop.
 - (d) Tornado Warning: Means that a tornado has been sighted or indicated on RADAR and protective measures should be taken immediately.

b. Preparation

- (1) Have the facility evaluated for its ability to withstand high winds.
- (2) Identify and designate the best internal protective areas within the facility.

- (3) If the facility is in a particularly hazardous area, keep materials on hand to tape and/or board up windows, and provide other protection to the facility and outdoor equipment, as necessary.
- (4) All staff members and children should know the "symptoms" of severe thunderstorms and tornadoes.
- (5) Know the history of storms in the area and elevation of the facility above streams and rivers that may flash flood.
- (6) Know safe evacuation routes to official shelters.

c. Response

- (1) Do not stand at the window to watch!
- (2) When you receive a tornado warning or if a tornado sighting is reported, children and staff members should seek shelter within the building or in a designated tornado shelter.
- (3) During a severe thunderstorm warning, or during periods of particularly high winds, keep children away from glass.
- (4) Every facility should also establish a manually operated backup warning system.
- (5) During the watch, store portable equipment, outdoor furniture, etc., inside the facility away from shelter areas.
- (6) During the warning, secure or store articles which may act as missiles.
- (7) If there is insufficient time to take shelter,
 - (a) Go to the inside wall of a room away from windows.
 - (b) Sit or crouch on the floor next to an inside wall or get under tables or other furniture by sitting or lying prone on the floor, face down.

- 2. The dangers of **winter storms** are the intense cold, snow, ice, breakdown of transportation due to road conditions, and disruption of electrical power. These conditions may incapacitate an area, making transportation difficult and disrupting utility service.

a. Warning

- (1) Snow and ice storm watches and warnings are issued by the NWS. When such weather threatens, monitor a local radio/TV station for bulletins.

b. Preparation

- (1) Establish procedures for securing the facility against damage to utilities (frozen water pipes, etc.).
- (2) Prepare the facility's vehicles for emergency travel on ice and snow (tire chains, etc.).
- (3) Check emergency and alternate utility sources. Possibly the greatest hazard in severe weather is the loss of electrical power and thus heat and light. You may want to have a gas-powered generator or an alternate source of heat.
- (4) Prepare to extend operations in case parents can't travel to pick up their children.

c. Response

- (1) Conserve utilities by maintaining the lowest temperature consistent with health needs.

B. Flooding

1. Because of its vast network of rivers, creeks, and streams, many areas of the state are considered to be flood prone. Flooding may be caused by heavy rains, fast snow melts, or dam failures. When this occurs, the natural waterways can become raging torrents capable of great destruction.

a. Warning:

- (1) Except in the case of flash flooding, the onset of most floods is a relatively slow process with the buildup taking several days. Progressive situation reports are available from the NWS and the N.D. Department of Emergency Services.
 - (a) Flash flood watches are issued by the NWS to the public by radio/TV stations. A watch means that flooding may occur.
 - (b) Flash flood warnings are issued by the NWS to the public by radio/TV stations when flooding is actually occurring. Many municipalities have local flash flood warning systems to assist in the dissemination of this information.

b. Preparation

- (1) Know what a forecast river height means as it relates to the facility. Helpful information includes:
 - (a) Knowledge of how elevations relate to river gauges from which a forecast is prepared.
 - (b) Knowledge of whether or not the facility is in a flood plain.

c. Response

- (1) Evacuate children to shelters.
- (2) Shut off water at main valves so contaminated water will not back up into facility supplies.

C. Fires and Explosions

1. Fires and explosions are an ever present danger. They may originate within the building or threaten from outside. A small fire in a rural wooded area or a built up urban area can quickly get out of control and threaten a nearby facility. Internal fires may result from anything from carelessness to arson. Explosions and resulting fires may be caused by leaking gas lines or faulty heating systems.

a. Warning and Communication

- (1) Ensure that the alarm system is in good working order.
- (2) In case of a malfunction, an alternate signal should be available (bell, whistle, horn).

b. Preparation

(1) Equipment

- (a) Staff members and children should be familiar with the location and operation of alarms and extinguishers.
- (b) All equipment (including extinguishers, sprinkler systems, fire doors, etc.) should be regularly maintained in accordance with State and municipal ordinances.

- (2) Training: All staff should be thoroughly trained in the differences in the types of fires (electrical, oil, chemical, etc.) and the various materials and equipment available to combat each type of fire, including commonly available substances and materials (baking soda, sand, water soaked blankets, etc.).

c. Response

- (1) When a fire is discovered, an alarm should be sounded immediately.
- (2) Evacuate the building immediately, using the building evacuation plan.
- (3) After occupants are safe, the fire department should be notified without delay.
- (4) Take emergency kit with you.
- (3) If time permits, close windows.

D. Hazardous and Radioactive Materials

1. Hazardous and radioactive materials may be shipped across the state by various means, including truck and train. Your location to interstate highways and rail systems may put you at varying degrees of risk for this type of emergency.
 - a. Warning
 - (1) Warning of a hazardous or radioactive material incident is usually received from the fire or police department or the EMA when such an incident occurs close to or on facility property.
 - b. Response
 - (1) Determine whether it is safer to shelter occupants or to evacuate the facility.
 - (2) If it's necessary to evacuate the area, move crosswind; never directly into or against the wind which may be carrying fumes. Upon reaching a point of safety, take a roll call.
 - (a) Occupants must not return until the emergency services personnel have declared the area to be safe.
 - (3) If the emergency calls for shelter-in-place, remain indoors, gather those outdoors back inside, and stay indoors until further directed.
 - (a) Close and lock all doors and windows.
 - (b) turn off any equipment or heating and cooling systems that bring in air from outside
 - (c) Seal vents, doors and windows with tape and plastic to the extent possible

E. Unexpected Utility Failures

1. Unexpected utility failures or incidents are common occurrences and may happen at any time. An undetected gas line leak may require only a spark to set off an explosion. Flooding from a broken water main may cause extensive damage to the property and facility and cause power failures. An electrical failure may result in the loss of refrigerated food supplies and medicines, or create a severe fire hazard. There will likely be no warning in these situations.

a. Preparation

- (1) Identify the possible effects that the loss of each utility may have on the facility. As an example, loss of electricity might affect the heating and cooling system.
- (2) Keep an accurate blueprint of all utility lines and pipes associated with the facility and grounds.
- (3) Develop procedures for an emergency shutdown of utilities.
- (4) Maintain a list of phone numbers, including night and day emergency reporting and repair services, of all serving utility companies.
- (5) Minimize threats of failure through the use of good maintenance practices.

b. Response

- (1) Gas Line Break/Leak
 - (a) Evacuate the facility immediately.
 - (b) Notify maintenance staff, manager, local utility companies, and police and fire departments.
 - (c) Shut off the main valve.
 - (d) Do not re-enter the facility until emergency officials say it is safe.
- (2) Electric Power Failure
 - (a) Notify the electric company.
 - (b) Notify the maintenance staff.

- (c) If there is a danger of fire, evacuate the facility.
 - (d) If an electrical short is suspected, turn off power at the main control point.
- (3) Water Main Break
 - (a) Call the facility maintenance personnel.
 - (b) Shut off the valve at the primary control point.

F. Terrorism and Other Potentially Violent Situations

1. It is an unfortunate sign of the world in which we live that there are persons who desire to cause damages similar to the damages caused by natural disasters. Sometimes, the reasons are personal, and directed against the family of one of the children in your center, or it could be simply faceless terrorism. An important thing to remember is that any terrorist action is illegal, and local police will need to be notified whenever any criminal, suspicious, or potentially terrorist activities occur. Most of these acts will occur without warning.
 - a. Preparation
 - (1) Active coordination with local law enforcement will give you a better idea of the vulnerability of your facility to an act of violence and law enforcement's role in the response to suspicious activity.
 - (2) Be aware of what's going on in the world. The federal Department of Homeland Security tries to communicate the level of threat by using a color-coded system (called the Homeland Security Alert System (HSAS)). Governmental, public, and private facilities should watch for changes in the color codes and adjust their activities accordingly. .
 - (3) Be vigilant, constantly on the lookout for unusual persons or things such as:
 - (a) Unusual unsolicited deliveries
 - (b) Suspicious items left around the outside of the facility
 - (c) Individuals "hanging around" for no apparent reason
 - (4) Enforce facility security. Restrict visitors to only public areas. Ensure that all visitors are identified and appropriately cleared before they enter the facility.
 - (5) Review plans for lock-downs including communication and procedures with staff members.

c. Response: Response to the consequences of a terrorist or violent act will depend on the hazards presented.

- (1) Armed Intruder - Call 911. Try to get the children to safety, either through a facility-wide lock-down, or by moving them to a locked safe room. If it is feasible, quickly take them outside the building to safety. Do not try to confront the intruder and make him/her even more violent. Try to remain calm and to calm down the intruder.
- (2) Hostage situation - Call 911. Don't endanger yourself or any of the other children by trying some sort of rescue. Pay attention to the captor(s), try to get details of what they want, and accommodate them. Provide as much information as possible to the police when they arrive.
- (3) Bomb - any unknown package could be a bomb. If you have any reason to believe that it is, evacuate immediately and let the experts deal with it. There can be no possible value in unnecessarily endangering yourself or members of your staff.
- (4) Bomb threat - usually the threat comes via phone. Keep a checklist (Attachment D) near the phone to get the details from the caller that might help find the device, pin down when it's supposed to explode, and possibly figure out who the perpetrator is.

G. Other Threats- Consideration must also be given to the possibility of other potential disaster situations to which the facility may be vulnerable. Planners must consider all possible situations while concentrating on those which are most likely to occur.

Part II

Developing the Plan

- A. Identify state and local resources, and create a document with important contact information.
 - 1. Local emergency management agencies
 - 2. County Social Service Office, <http://www.nd.gov/dhs/locations/countysocialserv/>
 - 3. Child Care Aware of ND, www.ndchildcare.org
- B. Identify relocation sites in case evacuation is necessary, <http://www.nd.gov/eforms/Doc/sfn00517.pdf>
 - 1. Child care sites should have two evacuation locations: A nearby location, preferably within walking distance, to use in case of fire and site further away to use in the event of a major environmental hazard. It is a good idea to have a written agreement with each site in advance of an emergency.
 - 2. Develop agreements with the owners of the relocation sites. See Attachment A.
- C. Choose internal shelter area, and clearly identify those areas on floor map.
 - 1. Shelter areas inside a building should:
 - a) Be in the interior of the building away from glass that might shatter,
 - b) Not be in rooms with large ceiling spans,
 - c) Have limited furniture and wall-hangings, and have them secured.
- D. Determine responsibilities of provider and staff, in the event of an emergency or disaster, including, but not limited to:
 - 1. Direction,
 - 2. Ensuring all children and staff are accounted for,
 - 3. Mobilizing emergency supply kit if evacuating,
 - 4. Communication with local emergency management agencies, parents, staff, the Department of Human Services, county social service agencies, and Child Care Aware of ND.
- E. Plan for emergency transportation. Planning for emergency transportation can be challenging, as during an emergency there may be road closures that prevent people from coming to the program to assist with emergency transportation. Assess the number of children that can be transported at one time, any neighbors that could be available to assist, and any local transportation services that might be able to assist in an emergency. If an evacuation is necessary, emergency management agencies may also be able to assist with transporting children and staff to your relocation site.
- F. Create an emergency supply kit. See Attachment B.
- G. Protect important records. Updated copies of records you will need in an emergency should be part of your plan, and should be readily accessible in the child care home or facility and from off site, in case an emergency occurs in the child care facility while no one is there.
 - 1. Parent contact and emergency contact information in case parents can't be reached.

2. Care plans for children with special needs.
 3. Insurance documents and other business records that are necessary for ongoing operation.
- H. Assess the facility for hazards, and reduce risk of injury as much as possible by preparing the environment. See Attachment C.
- I. Identify most likely risks, and plan for responses. See Part II, Understanding Specific Hazards.
- J. Implement policies on education, training, and drills required to assure effective operation of the plan.
- K. Provide for periodic review and revision of the plan.

Part III

Additional Resources and Attachments

Helpful websites

N.D. Department of Emergency Services. <http://www.nd.gov/des/>

Federal Emergency Management Agency. <https://www.fema.gov/>

Ready Campaign. <http://www.ready.gov/make-a-plan>

American Red Cross. <http://www.redcross.org/prepare/location/home-family/plan>

Attachment A

Sample Emergency Relocation Shelter Agreement

I hereby give permission for (child care program) to use my building as an emergency relocation site for staff and children.

This agreement shall remain in effect until (date) . The agreement may be terminated by either party before this date by written notification.

Name of Site Owner/Representative: _____

Telephone of Site Owner/Representative: _____

Address of Site:

Telephone at Site: _____

Is site accessible at all times the child care is open? ____ yes ____ no

Describe how to access site:

Special Considerations (storage of emergency supplies, reimbursement, limitations, etc.):

Signature of Child Care Operator

Date

Signature of Site Owner/Representative

Date

Attachment B

Developing an Emergency Supply Kit

	SHORT-TERM EMERGENCY Pack listed supplies In a backpack.	72-HOUR EMERGENCY Pack listed supplies in a sturdy waterproof container with cover
Important Papers	<ul style="list-style-type: none"> •Emergency information on each child in a small notebook or cards •Emergency plan and numbers •Medical Releases •Relocation site agreements and maps 	<ul style="list-style-type: none"> •Emergency transportation permission
Water	<ul style="list-style-type: none"> •One-two gallons of water for every four children/staff 	<ul style="list-style-type: none"> •1/2 gallon of water per child and 1 gallon per adult per day
Food	<ul style="list-style-type: none"> •Non-perishable food items (granola bars, crackers, cereal, canned fruit, etc.) •Formula for infants •Disposable cups •Non-electric can opener 	<ul style="list-style-type: none"> •Non-perishable food items (canned fruit, canned meat, crackers, cereal) •Appropriate eating utensils •Special food for infants •Non-electric can opener
Clothing and Bedding	<ul style="list-style-type: none"> •Aluminum safety blankets •Pair of work clothes 	<ul style="list-style-type: none"> •Change of clothes per person, especially socks •Extra bedding/blankets
First Aid	<ul style="list-style-type: none"> •Small First Aid kit •Any needed medications (Epi-pen, insulin, etc.) 	<ul style="list-style-type: none"> •Any needed medications •Large First Aid kit
Sanitation	<ul style="list-style-type: none"> •Diapers and wipes •Toilet paper •Hand sanitizer 	<ul style="list-style-type: none"> •Additional diapers and wipes •Additional toilet paper and emergency toilet facilities, if possible •Hand Soap •Paper towels •Plastic bags (varied sizes) •Feminine supplies
Comfort and Safety	<ul style="list-style-type: none"> •At least one age appropriate play activity •Flashlight with batteries •Pencils 	<ul style="list-style-type: none"> •Several age appropriate activities to rotate •Extra Keys •Matches and candles •Duct tape and plastic sheeting (for sheltering-in place) •Utility knife
Communication	<ul style="list-style-type: none"> •Weather radio and extra batteries •Charged cell phone and calling card 	<ul style="list-style-type: none"> •Walkie talkie •Non-electric phone •Signal/flare

_____ Date your supplies and keep an inventory

_____ Yearly and preferably every six months:

- Rotate your food, water, and medical supplies.
- Update the important papers.
- Check the size of clothes and age appropriateness of activities.

Attachment C

REDUCING RISK PLANNING CHECKLIST

- _____ Are fire extinguishers properly charged, mounted securely, within easy reach and staff, volunteers, and family members (for family providers) know how to use them properly?
- _____ Are exits clear from obstructions such as locked doors, storage, or possible obstructions such as large nearby objects (i.e. bookcases, filing cabinets) that could fall and block the exit?
- _____ Do you need a generator for back-up power? Are at least two people trained to start and operate the generator?
- _____ Are appliances, cabinets and shelves attached to the wall or braced by being anchored together?
- _____ Are heavy or sharp items stored on shelves with ledge barriers?
- _____ Are blocks and heavy objects stored on the lowest shelves?
- _____ Are television sets and other similar equipment or appliances restrained so they won't slide off?
- _____ Are pictures and other wall hangings attached to the wall with wire and closed screw-eyes?
- _____ Are cribs located away from the tops of stairs and other places where rolling could endanger them or where heavy objects could fall on them?
- _____ Are room dividers stable and secure?
- _____ Can large window panes be safety glazed or covered with clear contact paper?
- _____ Is the street number of the center/home clearly and legibly visible from the roadway? In larger centers, is each internal/external door numbered or letter for identification?
- _____ Do you have lights for an emergency, including flashlights in every room?
- _____ Are exits marked and lit?
- _____ Do you have a sign-in and sign-out procedures for everyone entering your buildings?
- _____ Do you know where the emergency shut offs are, how to operate them, and have the tools needed handy?
- _____ Are the building's safe place and shelter-in-place location and evacuation assembly areas identified and marked on the floor plan?

Attachment D

Bomb Threat Checklist

Time of Call: _____ Date: _____

Person Receiving Call: _____ Phone # _____

Exactly what did the caller say? (*Information to be obtained as accurately as possible*)

Ask the caller:

1. When is bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. Did you place the bomb? _____
6. What will cause it to explode? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

About the Caller

Gender of Caller: _____ Race of Caller: _____

Approximate Age of Caller: _____

Caller's Voice (e.g., calm, angry, slow, crying, accent, etc.): _____

Was voice familiar? If so, who? _____

Background Sounds: (e.g., street noises, voices, motors, machinery etc.) _____

Other: _____

Threat Language (e.g., well-spoken, foul, irrational, incoherent, taped): _____

Attachment E

Provisional licensing agreement

PROVISIONAL LICENSE AGREEMENT

For use in emergencies and disasters

I, [full legal name], the operator of [legal name of program], hereby verify that [legal name of program] child care license [number] has met the following seven (7) criteria:

- _____ Electricity is available (Portable generator may be used on a temporary basis)
- _____ Water source is approved (Potable water such as bottled water may be used)
- _____ Sewage disposal is approved (“port-a-potty” acceptable)
- _____ Facility heating or cooling is functional and approved--when applicable (e.g., heat in winter)
- _____ No immediate health or safety risks are known (e.g., mold, structure/foundation, etc.)
- _____ Staff members/volunteers with unverified background checks are not left alone with a child/children
- _____ Staff-child ratios for [e.g., group] child care are maintained at all times

I am aware that [legal name of program] may not meet all minimum standards for [e.g., group] child care, in North Dakota, specifically ND Admin. Code § [e.g., 75-03-09].

I understand the minimum standards to provide [group] child care and have read these rules and the laws which govern supplemental parental care.

I understand that should I sign this document, the Department of Human Services of North Dakota, intends to issue a provisional license for the operation of [legal name of program], [street address], [city], North Dakota [zip code], for a period of three (3) months, from [date] through [date]. This provisional license will be issued on [date].

I further understand that should I sign this document, I hereby waive:

- a) the right to a written statement of charges as to the reasons for the denial of an unrestricted license, and
- b) the right to an administrative hearing in the manner provided in North Dakota Century Code 28-32, concerning the non-issuance of an unrestricted license either at the time of application or during the period of operation under a provision license.

I understand that when inspections by appropriate authorities determine [legal name of program] is not in full compliance with ND Admin. Code § [e.g., 75-03-09] due to circumstances related to the [type, e.g., flood] [disaster or emergency], but the program continues to meet the seven (7) criteria above, another provisional license to operate a [e.g. group] child care may be issued.

I understand that when inspections by appropriate authorities determine [legal name of program] is in compliance with ND Admin. Code § [e.g., 75-03-09], a regular license to operate a [e.g. group] child care will be issued. If I am found to not be meeting the minimum standards for child care or fail to abide by this agreement, a license will not be granted.

I understand that I am required to post this agreement in a prominent place and notify child care parents of this agreement.

Child Care Operator

Date

___ Verification of [number] criteria were made by proof of purchase or proper authority sign off.

___ Verification of [number] criteria were made by the operator.

County Social Service Licensing Staff

Date

For office use:

Early Childhood Services Regional Supervisor

Date

Comments: